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M. I. Book

BHU'KTI
PRADHA'NA
GUIDELINES

Imp
Book

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1. INTRODUCTION ;

'Bhu'kti' means a particular administrative area akin to a district or a country. 'Pradha'na' means 'head' or 'principal person'. The AMPS Secretary of such a bhu'kti shall be known as 'Bhukti Pradhana' (BP).

2. STATUS OF B. P. :

B.P. is in the organisational side of our Mission. In our three tier cadre system he/she is an Elected Cadre too. He/She represents AMPS (BP General) or a particular trade (BP of D, S, P, SD) in a particular bhu'kti. Hence he/she is responsible for the alround development of the Organisation in his/her bhu'kti.

3. B. P. ELECTION PROCEDURE :

'Sadvipras' of the bhu'kti will elect one B.P. from among themselves.

A. Electoral Roll :

The electoral roll will be prepared as follows :—
The D.S./Dit.S. who are the Returning Officers of election of the concerning area should prepare the list.

N.B. The Margis whose names are not included in electoral roll may make representation to the Returning Officer and see that their names are enlisted.

B. Eligibility of Electorate :

He/She must be :

- 1) 18 years or above.
- 2) Strict in 15 Shiilas and code of conduct.

- 3) Adament in 16 points.
- 4) Following Carya Carya strictly.
- 5) Regular in seminars, Dharma Cakra.
- 6) Attending Margiia functions.

C. Election Commission (E.C.) :

The Central Election Commissions for election of B.P. shall be formed with the following persons :—

- 1) Secretary—ISMUB Secy. (Central)
- 2) Member—DPS (Central)
- 3) Member—PRS (Central)

D. Notification :

The Returning Officer (D.S./Dit.S.) should submit the electoral rolls to the Election Commission well in advance. The E.C. then should issue notice mentioning :

- 1) The date of filing nomination
- 2) The date of Scrutiny
- 3) The date of Election

E. Eligibility for Bhu'kti Prandbanaship :

- 1) He/She should be Organisational minded and ready to devote maximum time for Organisational work.
- 2) He/She should have no charge (of any type) against him/her.
- 3) He/She should fulfil all the conditions prescribed for electorate.
- 4) He/She may or may not be an Acarya but should be an educated and ideal family person having sacrificing character.

- 5) He/She must be preserving 'Margiia sampada' with utmost sanctity and sincerity.

- N.B. 1) Any person belonging to any trade may file nomination for the post of general B.P.
- 2) In case of B.P. of other trade only the trade optees of concerning trade are allowed to contest the election.
 - 3) If anybody holding a particular trade is elected for the post of general B.P. then She/He is to lose Her/His own trade.

F. Nomination Filing :

The candidate for the post of B.P. will have to file nomination papers before the returning officer (D.S./Dit.S.) within the Schedule Date announced by the E.C.

After proper scrutiny if the candidature is accepted then he/she is supposed to contest the election.

G. Voting :

The Returning Officer may select one or more than one polling centres for casting of votes. In that case he is to select polling officers too. Margiis on the electoral roll will be eligible to cast their votes through secret ballot papers.

4. TENURE OF B. P. :

The elected B.P. will continue his/her chair for three years after which a fresh election will be held. Due to some reasons if any BP is disqualified, resigned or died then in that case the mid-term election may be held.

5. DISCIPLINARY RULES :

If the out turn and other performances of a B.P. are not satisfactory if his/her conduct goes against the interest of the Organisation, the concerning RS/DS may bring the fact to the notice of the Central ISMUB Secretary for holding fresh Election. If the Central ISMUB Secretary is satisfied he may issue order for fresh election.

6. ELECTION OF UBP, PP AND GMP ETC. :

In case of election of UBP, PP and GMP of all wings, the BP and the supervisory workers are to see that the election should be completed within one month after the election of B.P.

7. DUTIES AND RESPONSIBILITIES OF BHUKTI PRADHA'NA :

- i) All the items of ISMUB Department i.e. Inspection, Seminars, movement and Boards at district level.
- ii) Maintaining all records of birth, Jatakarma, marriage, social feast, Narayan Seva, death, shraddha and first initiation.
- iii) Report on 16 points of any individual of his/her Bhukti must first come from him/her, then after verification the final report should come from the saructural Acarya (Dit., S, DS, RS etc.)
- iv) BP is to settle petty disputes both of civil and criminal nature authorising both the prosecution and defence parties to engage the pleaders. (Any Sadvipra of developed conscience, well versed in Carya' Carya, may be a pleader for the purpose).
- v) To maintain sancity of all Jagritis, Dvajas, Pratika and Pratikrti of the Bhu'kti with the help of Jagriti Secretary, and others.
- vi) To maintain Social Solidarity of the Bhu'kti by never allowing individual interest of any person to go against collective interest.
- vii) He/She may take disciplinary steps against a person (in consultation with his/her Bhu'kti Committte) for deviating from the path of 16 points.
- viii) To help with cash, kind, manpower and other physical and intellectual power in materialising different public welfare plans and programmes of Ananda Marga.
- ix) He/She is to maintain proper account of what has been collected and spent by him/htr or by his/her Bhu'kti Committee.

- x) To form the Bhu'kti Committee by selecting from amongst Sadvipras for materialising the above quoted Nine Items.

N.B. Purodha Pramukha may increase or decrease the duties or responsibilities of Bhu'kti Pradhan whenever so required, in consultation with or without consultation of General Board of Purodhas.

8. FORMATION OF BHU'KTI COMMITTEE :

1. Ours is a pyramidal structure based on the coordinated cooperation and spontaneous participation of one and all.
2. In order to cope with the fast changing world situations Bhu'kti Committets should be properly organised with Bhu'kti Pradhan as a head. The Bhu'kti Committee shall :
 - (a) Maintain an effective co-ordination among different humanitarian activities of the organisation in the Bhu'kti
 - (b) increase the speed of those activities
 - (c) shall also ensure that the potentialities of everyone are properly utilised.

In the beginning the general (AMPS) Bhu'kti Committe be formed immediately.

3. There shall be following office bearers in the Bhu'kti Committee.
 1. Secretary (BP)
 2. Cultural Secretary
 3. Pracar Secretary
 4. Jagrti Secretary
 5. Office Secretary, Finance Secretary and Treasurer
 6. Relief Secretary
 7. Programme Secretary
 8. Member
 9. Member
 10. Member
 11. Member

N.B. B.P. (G) will be the chairperson of the Bhu'kti Committee.

4. The office bearers above named shall be selected from among the Sadvipras from different parts of the Bhu'kti. The Bhu'kti Pradhans of four wings (D, S, P, SD) shall be the official members of the committee.
5. The Bhu'kti Committee must be recommended by Dits, DS, RS, Sectorial ISMUB Secretary and after which ISMUB Secretary (Central) may accord final approval.
6. There must be an independent and full-fledged office of BP as well as Bhu'kti Committee. The monthly meetings of Bhu'kti Committee must take place on any convenient day in the first week of every month in Bhu'kti Office. In monthly meetings the implementation of programmes in detail on different items will be met and specific responsibility will be assigned to the office bearers and also to other margiis. There shall be weekly meetings of the Bhu'kti Committee in rest three weeks in different Upt-Bhu'ktis by rotation where Bhu'kti Pradhan with some of the members of his Committee must remain present. The resolutions taken in the monthly and other meetings of the Bhu'kti Committee must be kept in writing. The Bhu'kti Pradhan may also call a meeting whenever he/she finds necessary.
7. ISMUB Secretary (Central) has the absolute right to dissolve any committee ascribing reasons for the same.
8. Regarding finance instruction as per Caryacarya shall be followed. Bhu'kti Committee should also take proper steps to increase their financial resources particularly involving sympathisers and general public.
9. Bhu'kti Committee shall send reports of their activities and also regarding the monthly programmes taken to Sectorial and/or Central ISMUB Secretary with a copy to Dits or DS (if there is no Dits)

10. The Bhu'kti Committee should convene the yearly convention of Bhu'kti in a specific month of the year.
11. The performance of Bhu'kti Committee will be judged on the basis of work done in quarterly competition as declared earlier and the results of the said competition shall be announced by the central ISMUB Secretary at the end of each quarter.
12. There shall be necessary modifications and alterations as and when will deem fit.
13. The duties of Bhu'kti Committee :
The duty of Bhu'kti Committee shall be similar to those of BP. Same additional points which should be given stress at the moment have been mentioned below.
 1. Pracar (initiations and AMPS Units)
 2. Populaiton of Baba's books and philosophy
 3. Exhibition
 4. Prabhat Samgiit and Public metting
 5. UBP election
 6. Care, supervision and maintenance of sick schools
 7. Regular inspection of schools and AMPS Units
 8. Establishing relief stores and regular relief activities
 9. Popularisation of PROUT
 10. Kiirttana (all types) Programme.

9. B. P. OFFICE :

There will be one wellfurnished permanent office of the Bhu'kti Pradhana in our Jagriti building.

10. OFFICE RECORDS :

Registers—1) Letters receipt register, 2) letters despatch registers, 3) cash book, 4) stock book, 5) unit register, 6) birth register, 7) Jatakarma register, 8) marriage register, 9) death register, 10) Shra'ddha register, 11) Initiation register, 12) visitors register, 13) inspection register, 14) board register, 15) list of blocks panchayats and villages.

Files—1) Correspondence with Centre, 2) Corr. with DS/Dit S. 3) Corr. with government office, 4) Corr. with general public, 5) Corr. with units, 6) Corr. with boards, 7) Paper cuttings, 8) Guard file.

N.B.—1. Numbers of files and registers may be increased according to necessity.

2. A District map (political) should be in the office of BP.
3. Popular Literature/Our Publication Books should also be there.

11. SAMAJ MITRAM, SM'A'RTA, JIVA MITRAM AND DHARMA MITRAM :

- (1) The Bhu'kti Pradha'na of a particular sector within whose jurisdiction there will be largest number of A-class AMPS committes shall be known as "SAMA'JA MITRAM" of that particular sector for that particular half year (1st January to Vaeshakhi Purima/Vaeshakhi Purnima to 1st January). He shall be allowed to use the words "SAMA'JA MITRAM" prefixing his name till another man of that very sector acquires this respectable rank.
- (2) Bhu'kti Pradha'na retaining the status of "Sama'ja Mitram" continuously for two years (4 half years) shall be eligible to prefix the word permanently to his name (not hereditary).
- (3) A permanent Sama'ja Mitram can no longer hold the post of Bhu'kti Pradha'na.
- (4) If a Bhu'kti Pradha'na is a Grhii A'ca'rya, he shall use the word "SMA'RT'A" and not "Sama'ja Mitram".
- (5) A "SAMAJ MITRAM" having largest number of A-class AMPS committees within his jurisdiction in the entire world shall be known as "JIIVA' MITRAM". A Bhu'kti Pradha'na retaining the status of JIIVA MITRAM continuously for two years (4 half-years) shall be eligible to suffix the words permanently to his name (not hereditary).

(6) A permanent JIIVA MITRAM can no longer hold the post of Bhu'kti Pradha'na.

(7) If a Bhu'kti Pradha'na is a Grhii A'ca'rya, he shall use the words 'DHARMA MITRAM' and not 'JIIVA MITRAM'.

(For Sama'jamitram, Sma'rtta, Jivamitram and Dharmamitram, if they are males, it is advisable not to shave, although it is not compulsory)

On the basis of guidelines mentioned above, each sectorial secretary is to declare the name of SAMA'JA MITRAM/SMA'RTA for his respective sector on 1st January and on the day of Vaeshakhi Purnima. Immediately thereafter Central Office will declare the name of JIIVA MITRAM/DHARMA MITRAM for the whole world.

12. FORMATION OF BOARDS :

All the departments and sections of AMPS have boards (from Central level to Village level) to materialise their respective programmes.

(i) The minimum number of members in a board shall be three and the maximum, seven,

(ii) The members may or may not be educated persons but must have developed sense of responsibility,

(iii) One man can not be member of more than one board.

Total number of boards attached to the lower-most level (Village level) of AMPS committees should be the same as the uppermost level (Central Committee). Some of the boards attached to the lower-most level which may not be required to render any direct service to that particular level may help its sister board in the next upper level or other upper levels.

13. LIST OF BOARDS ATTACHED TO A SINGLE COMMITTEE OF AMPS :

1. Dharma Pracara Board
2. Education Board
3. AMSAI Board
4. AMJAS Board
5. AMPES Board

6. Relief Board

7. AMURT Board

8. AMUPRESO Board

9. Master Unit Board

10. Publication Board

11. RU Board

12. RAWA Board

13. PR Board

14. Jagrti Board

15. Land Board

16. Finance Board

17. Society Building Board

18. EMS Board

19. Press and Printing Board

20. Medical Board

21. Food and Care Board

22. Construction Board

23. Social Security Board

24. Industry Board

25. Commerce Board

26. Farm Board

27. FARPRO Board

28. INPRO Board

29. AMUS Board

30. PCAP & CL Board

31. WW Board

32. AMURTEL Board

33. Na'ri Abhyudaya Board

34. PWSA Board

14. 'A'-CLASS AND 'B'-CLASS COMMITTEES :

The ISMUB Secy. is to bring all committees in two categories : (A) The committees which have formed all boards concerning all the departments and sections (as in No. 13) shall be announced as "A-class committee of AMPS". (B) Committees where the total number of Boards is less than this are to be declared "B" class committees of AMPS.

It shall be the duty of the concerned structural workers and ISMUB Secretary to elevate the status of "B"-class committees to that of "A"-class committees with the help of all people (those who are adamantly strong in 16 Points) as early as possible.

15. HOW TO START THE WORK :

- (1) For the massive and intensive Pracar, the Bhu'kti Pradha'n will see that our units are formed first in all the blocks of the Bhu'kti. Then programme should be chalked out to cover all the Panchayats and villages.
- (2) Stress should be given to form the boards as per the guidelines already given.
- (3) Our own Jagrti should be constructed at the Bhu'kti HQ.
- (4) News-letter—B.P. will help Dit. S./D.S. to get News Letter published in time.

16. WEEKLY REPORT :

Concerning supervisors of all wings should collect the weekly reports from concerning Bhu'kti Pradha'nas or the respective organisational optees and submit to the Central ISMUB Secy. The reporting system is also to be introduced down to village level, i.e. B.P. shall take report from UBP, UBP shall take report from PP etc.

WEEKLY REPORT OF BP/UBP/GENERAL :

Name of Sector..... Region.....
 Diocese.....Bhu'kti.....Week ending (Date
 From..... To.....
 Total No. of Blocks..... Panchayats.....
 Grams.....

Sl. No.	ITEMS	LEVEL	WORK DONE REPORT		REMARKS
			Old No.	New No.	
1.	AMSAI	B/L			
2.	AMJAS	P/L			
3.	PNS/PDS	GM/L			
4.	Home	B/L			
5.	Jagrti land	P/L			
6.	Master unit	Dit/L			
7.	Press	Dio/L			
8.	Seminar				
9.	MG quarters	Dio/L			
10.	News letter/paper	—			
11.	Aksam Nivas	B/L			
12.	Cheap Kitchen	P/L			
13.	Medical unit/camp	P/L			
14.	Special Medical unit (SMU)	B/L			
15.	Aksam Pashu Nivas	B/L			
16.	UBP	B/L			
17.	PP	P/L			
18.	GMP	GM/L			
19.	ERAWS unit	P/L			
20.	School/Master unit wise advisory development committee formation				
21.	AMPS unit	P/L			
22.	Fund Collection				
23.	Initiation	—			
24.	WT/LFT/RM	—			
25.	D.D.C.				
	a) Personal contact				
	b) House contact				
26.	EMS (Language learning class)	P/L			
27.	AMURT (Mass Feeding centre)	P/L			
28.	AMUPRESO (Relief store)	P/L			
29.	PCAP Centce (Birds feeding)	P/L			
30.	Library	B/L			
31.	Books Sale				
32.	RU/RAWA unit	B/L			
33.	Meeting/Tattva Sabha	P/L			
34.	Peabhat Samgeet Programme				
35.	Painca Seva (Food, Cloth, Medical, Poor Students Aid, Sadavata —General & Special)				
36.	Collective Social Service				
37.	Work of WWS	P/L			

Signature of BP.....
 Address.....

UPABHUKTI PRAMUKHA (UBP)

1. INTRODUCTION :

Upabhukti means :

- (i) Blocks in rural areas.
- (ii) Municipal jurisdiction in urban areas.
- (iii) Jurisdiction of one Police Station, where a municipal jurisdiction is very big and includes more than one Police Station within its scope.
- (iv) An area having a population of 1,00,000 (one lakh).

Thus, Upabhukti Pramukha means 'chief of an upabhukti' ;

2. ELECTION OF UBP :

Sadvipras (those who are adamant in Sixteen point, 15 Shiilas etc.) will elect one UBP from among themselves.

The UBP may or may not be an Acharya or Tattvika but must be an Educated Grihi.

3. TENURE OF UBP :

Three years in normal case after which a fresh election will may be held.

4. UPABHUKTI COMMITTEE :

The elected UBP will form an Upabhukti Committee with members chosen by him/her from among the sadvipras of different parts of the Upabhukti. The UBP will fix the number of members of the Upabhukti Committee at his/her discretion.

5. DUTIES AND RESPONSIBILITIES OF AN UBP :

(The role played by the ISMUB Department in the case of Bhuktis should be played by social security department (SSD) in the case of Upabhuktis).

1. To open as many schools as possible to increase the percentage of literates in the concerned Upabhukti.

2. To develop and maintain a high standard of mortality in the Upabhukti.
3. To endeavour to increase the purchasing power of the local population with the help of proutists and other Sadvipras.
4. To endeavour to increase the farm production and industrial production of the Upabhukti.
5. To open as many Universal Stores (AMUS) as possible to meet the requirements of the local population.
6. To start the requisite number of medical units and charity homes in the Upabhukti in Co-operation with the concerned AMPS sections.

N.B. : The UBP may be included in the Bhukti Executive Committee of his/her Bhukti but must not hold any portfolio in said Committee.